



**Munitions**

**MUNITIONS OPERATIONS CUSTOMER GUIDE**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 21-2, *Nonnuclear and Nuclear Munitions*. It prescribes base ammunition operations policy and procedures, assigns management responsibilities for ammunition accountability of non-nuclear munitions managed by Munitions Operations (MO) and used in conjunction with AFI 21-201, *Inspection, Storage and Maintenance of Non-Nuclear Munitions*; AFI 21-202, *Combat Ammunition System Procedures*; and AFI 21-208, *Munitions Forecast, Allocation, and Buy Budget Processes*. This instruction applies to all assigned, attached, and associate units supported by the 42d Air Base Wing at Maxwell AFB AL.

**1. Responsibilities.**

**1.1. Organizational Commanders:**

1.1.1. Assume full responsibility for all ammunition received by their organization.

1.1.2. Act as the responsible commander to sign the AF Form 68, **Munitions Authorization Record**, or appoint a designated representative to act on their behalf. If the commander appoints a designated representative to act on their behalf a formal letter of appointment will be sent to the Munitions Accountable Systems Officer (MASO) identifying this individual.

1.1.3. Provide accurate forecasting, adequate storage, proper security and control and custodial responsibility for all ammunition that organization receives.

1.1.4. Ensure forecasts are properly accomplished and requirements for quantities are authorized in governing directives.

1.1.5. Ensure all required personnel are familiar with the following publications before the establishment of their munitions custody account.

1.1.5.1. AFI 21-202, *Combat Ammunition System Procedures*

1.1.5.2. AFD 24-2, *Preparation and Movement of Air Force Property Materiel*

1.1.5.3. AFI 31-101, *AF Installation Security Program (FOUO)*

1.1.5.4. AFMAN 91-201, *Explosive Safety Standards*

1.1.6. Ensure munitions stored outside the munitions storage area (MSA) are stored in a secure storage area with a valid explosive safety license for the types and quantities stored. If courtesy storage is required within the MSA, coordinate with the 42d Supply Squadron Munitions Element as outlined in para 8.

1.1.7. Designate at least one certifying official on the AF Form 68 to sign and certify the authorization block (block A) on the AF Form 2005, **Issue/Turn-in Request**, and to receipt for munitions.

1.1.8. Validate the AF Form 68 semiannually, ensuring personnel appointment is current and forward the validation letter to the MASO.

1.1.9. Ensure munitions accountability is transferred to a new custodian 45 days before custodians being released from duty, PCS or TDYs in excess of 120 days.

1.1.10. Ensure all munitions received by your organization are maintained safely, safeguarded, inventoried and accounted for until all issued munitions are expended or turned in.

1.1.11. When notified of suspended or restricted munitions act immediately to remove these assets from use and turn them in to the MASO, ensuring all assets installed in aircraft, life support equipment, mobility packages and in built-up configuration are also identified for removal.

1.1.12. Report immediately to the MASO when theft, suspected theft, loss or destruction of munitions items occur.

## **1.2. The MASO:**

1.2.1. Provides commanders/custodians a documented briefing on custody account responsibilities when establishing a new account or when changes occur in commanders/custodians.

1.2.2. Provides detailed training to primary and alternate custody account custodians in property accounting management. This training includes the contents of this instruction and is given within 30 calendar days of appointment and documented.

## **2. Custody Account Management.**

### **2.1. Account Establishment:**

2.1.1. A munitions custody account is established when an organization needs munitions for use at a designated point in time and a valid requirement exists.

2.1.2. To establish a custody account, forward a formal request in writing to Munitions Operations (MO). A custody account number for management purposes is assigned through the Combat Ammunition System-Base (CAS-B) computer system.

2.1.3. Once a custody account number has been assigned, forward to MO one completed AF Form 68 as outlined in attachment 2.

2.1.4. The munitions custodian maintains a custody account jacket file as outlined in Attachment 6.

## **2.2. Account Maintenance:**

2.2.1. The AF Form 68 is validated during the semiannual MASO custody account visit by the requesting organization. Munitions Operations provides a copy of the AF Form 68 along with a validation letter to the munitions custodian. This validation letter must be approved by the unit organizational commander and returned to Munitions Operations.

2.2.1.1. The appointing authority from the AF Form 68 can, at any time, notify the MASO or designated representative of any deletions to the form. If additions or changes are required a new form must be initiated.

## **2.3. Inventories:**

2.3.1. All personnel must maintain inventory integrity to prevent ammunition/explosives from getting into unauthorized hands. You must account for munitions items until they are expended, turned in or disposed of according to the guidance in this instruction.

2.3.2. Munitions custodians perform a quarterly inventory of their accounts to ensure proper accountability of assets. Use the IS507 custody account listing, locally prepared inventory worksheets or CAS-B IS430 generated inventory sheets provided by MO. Upon completion of the inventory, custodian and organizational commander will sign the IS507. Bring the signed IS507 along with the unsigned inventory count sheets to MO for reconciliation. Upon completion the custodian and MO sign the inventory count sheets. Once validated by the MASO, file the IS507 and inventory count sheets as outlined in attachment 6.

2.3.3. MO performs semiannual visit inventories during February and August; these inventories are conducted jointly with the custodian.

2.3.4. MO documents the results of the visit and forward a copy to the custodian and commander on the findings and required corrective actions. File this document as outlined in attachment 6.

## **2.4. Issue Procedures:**

2.4.1. Issue requests must be turned into MO by Tuesday for proper scheduling throughout the MSA. If this criteria is met, munitions are issued on Thursday of the following week unless an emergency exists.

2.4.2. An emergency issue exists when an item is required within 72 hours from date of request. When this situation occurs, submit an AF 2005 immediately.

2.4.3. Munitions requests that do not meet the requirements of paragraph 2.4.1 and 2.4.2 must be coordinated through Munitions Operations, ext. 3-6122.

2.4.4. Issue requests are accomplished as outlined in attachment 3.

2.4.5. Munitions are picked up by an authorized representative listed on the AF Form 68 of the requesting organization in a government owned or contractor vehicle at the munitions storage area. Explosive safety procedures outlined in AFMAN 91-201 are strictly adhered to.

2.4.6. The using munitions custodian completes and signs the CAS-B issue document before receipt of munitions.

## **2.5. Turn-In Procedures:**

2.5.1. Turn-ins are accomplished as outlined in attachment 5.

2.5.2. Using organizations ensure munitions are returned in their original or other suitable container. All munitions must be segregated by type and identified by lot number/serial number before turn-in.

2.5.3. Verification of the type and quantity of munitions being turned in is accomplished by MO. Actual serviceability is determined by a qualified munitions inspector, who signs block A of the AF Form 2005 and provide copy three to the using activity representative turning in the assets.

## **2.6. Expenditure Procedures:**

2.6.1. Munitions expenditures are those assets that are expended or installed from your custody account.

2.6.2. Accounts that expend assets provide MO a certified AF Form 2005 within 3 workdays of expenditure.

2.6.3. Expenditures are supported by back-up documentation. This documentation is presented to the certifying official before expenditure certification. Maintain this supporting documentation as outlined in Attachment 6.

2.6.4. Expenditures are accomplished as outlined in Attachment 4.

## **3. Forecasting Requirements.**

### **3.1. Forecasting Procedures:**

3.1.1. The annual munitions forecast is the primary means of requesting and allocating munitions required for training, base mobility and operational requirements. This is the single most important report in munitions and must be completely accurate and valid.

3.1.2. Forecast your requirements to your applicable functional manager. This forecast is submitted not later than 1 November of each year with projections for 5 years as identified in

AFI 21-208. Requirements must be validated using governing AF directives and approved by your unit organizational commander.

3.1.3. Only munitions items with a Master Subsidiary Relationship Code (MSRC) are forecasted for. *Do not* forecast for Cartridge Actuated Devices (CAD)/Propulsion Actuated Devices (PAD) items.

3.1.4. If requirements change, submit an out of cycle request as outlined in para 3.1.2. Questions concerning your fiscal year allocation can be forwarded to your applicable functional manager. MO personnel help in any way possible but are not responsible for your forecast.

3.1.5. Prepare your time change forecast using the AFTO Form 223, **Manual Time Change Forecast**. Complete blocks 1, 2, 3, 5 and 6 as outlined in TO 00-20-9-1, para 1-7 and prepare in three copies. Forward two copies to MO no later than 7 days from the “as of date” of the form and maintain one copy for your records.

#### **4. Reusable Container Management Procedures.**

4.1. Excess FSC 8140 empty reusable containers are turned in to munitions inspection after removing assets from their packaging.

4.2. If containers are required to be maintained on hand for day-to-day operations, contingency purposes or other valid uses, you must coordinate with munitions operations.

#### **5. Mobility/WRM Munitions Accounting.**

5.1. Munitions required to support deployments are accounted for on custody accounts. A custodian deploys with their munitions to ensure they are available at the final destination to accept responsibility. The MASO is notified when munitions are to be deployed or relocated to another geographical area.

#### **6. Suspended and Restricted Munitions Procedures.**

6.1. Munitions Inspection notifies the MASO no later than 24 hours after the receipt of an interim safety supplement to TO 11A-1-1 that affects stock balance or custody accounts. Restricted or suspended munitions may present a hazard to life. Thus, the procedures in this instruction must be strictly adhered to.

6.2. The MASO immediately provides verbal notification to all past and present users of affected lot numbers and follows-up with written notification within 72 hours.

6.3. Upon notification, past and present users of the affected lot numbers take immediate action to screen on-hand assets in use and immediately report the quantity of restricted/suspended munitions on hand to MO. Particular emphasis is placed on screening munitions that have been installed in aircraft or life support equipment.

6.4. Users with on hand suspended munitions immediately remove these items from use and turn in the property to Munitions Operations.

## **7. Security, Handling and Storage of Munitions Procedures.**

7.1. Ammunition and their components are sensitive, hazardous and highly technical items. They require a high degree of protection and control. Munitions are stored in approved storage containers and facilities in accordance with AFMAN 91-201 and AFI 21-202. Security standards and protection are in accordance with AFI 31-209. Controlled item codes are determined using the Department of Defense (DoD) Federal Log and DoD catalog. Handling of munitions is limited to authorized personnel only and constant surveillance is exercised during processing. Detailed procedures are outlined in AFMAN 91-201 and AFI 21-202.

7.2. Any theft, suspected theft, loss or destruction of munitions or their components through other than fair wear and tear, authorized expenditure, installation or authorized disposal action is reported to the MASO and Security Forces. This policy applies to all munitions issued to a consumption or custody account, whether in transit or storage.

**8. Courtesy Storage of Munitions.** Ammunition and explosives belonging to an organization may be stored by the Munitions Storage Element (42 SUPS/LGSCK, ext. 3-6122) on a space-available basis when the using organization doesn't have approved storage facilities or space for their munitions. When this situation exists, the requesting organization must initiate a Courtesy Storage Request letter with the following information: National stock number, item nomenclature, quantity and duration that assets require storage. Requester then agrees to the terms set forth in a formal Courtesy Storage Agreement Contract with Munitions Storage. This is accomplished before any custodian assets are stored in the MSA. Although assets are courtesy stored within the MSA, users still maintain full responsibility for proper accountability and storage of assets.

**9. Disposition of Spent Brass and Cartridges.** Casings, fired brass and steel casings generated from expenditures are turned in by the user. Items are turned in to Munitions Inspection, who inspects and certifies in accordance with T O 11A-1-60. Items are then turned in to the nearest Defense Reutilization and Marketing Office (DRMO).

**10. Local Purchase/Base Funded Ammunition.** Levels for local purchase ammunitions does not exceed authorized allowances. Because of the sensitivity of ammunition and the controls required for transporting, storing and accounting, procurement are restricted to that quantity which can be consumed within 30 days.

**11. Management Products.** It is the using activity responsibility to review all management products affecting their respective accounts. If any errors, deficiencies or adverse trends are detected, you must notify MO. All commanders, custodians and other individuals concerned with munitions consumption or custody accounts must become thoroughly familiar with the following listings:

11.1. ISI06A – Due-out Validation Listing

11.2. IS507A – Custody Account Listing

11.3. IS535A – DIFM Listing

**12. Documentation Responsibilities.** It is the responsibility of all munitions users to correctly annotate all documentation reflecting munitions as outlined in this instruction. Whenever errors or omissions are detected on munitions documentation MO personnel return the document to the respective activity.

**13. Munitions After Hours Support.** If munitions are required, other than normal duty hours (0700-1600, Monday through Friday) contact the Command Post at ext. 3-7333.

ALBERT A. ALLENBACK  
Colonel, USAF  
Commander, 42d Air Base Wing

***Attachments:***

1. AETC Munitions Functional Manager List
2. Sample AF Form 68, Munitions Authorization Request
3. Sample AF Form 2005, Issue Requests
4. Sample AF Form 2005, Expenditures
5. Sample AF Form 2005, Turn-Ins
6. Custody Account Jacket File

**AETC MUNITIONS FUNCTIONAL MANAGER LIST**

<b><u>ORGANIZATION</u></b>	<b><u>DSN 487</u></b>	<b><u>CAT CODE</u></b>	<b><u>AREA OF RESPONSIBILITY</u></b>
HQ AETC/AOS	4409	D	EET & Contingency Exercise Training
HQ AETC/CEOX	6374	B,C,D	Civil Engineering Requirements
HQ AETC/CEOX	4875	B,C,D	Explosive Ordnance Disposal
HQ AETC/FMPP	3654	B,C,D	Financial Management/Top Dollar
HQ AETC/IGTSR	5258	D	Inspector General Requirements
HQ AETC/SCMC	4412	B,C,D	Communication/Information Management
HQ AETC/LGX	3484	B	All AETC Mobility Requirements
HQ AETC/SGX	5027	B,C,D	Base Hospital
HQ AETC/SPX	2755/2516	C,D	SP & CATM Operational and Training
HQ AETC/CEOX	6374	C,D	Prime Beef
HQAETC/SVXM	5110/2621	C,D	Honor Guard Requirements
HQ AETC/XOSF	6161	C,D	Airfield Operations
HQ AETC/AOXL	4070	C,D	Life Support Requirements

***NOTE: Non-AETC units (including contracting units) requiring munitions will contact Munitions Operations for functional managers/point of contacts.***

**MUNITIONS CATEGORY CODES DEFINITION**

**A -** Munitions required to replace worn out or damaged assets. Usually to replace category "C" assets.

**B -** Mobility munitions. Forecast for the single worst case OPLAN/OPORD.

**C -** Munitions required being on-hand but not anticipated to be consumed. Includes munitions for internal security/protection for arming OSI, aircrews, gate guards, security police and inert training items, ARD cartridges anticipated to be consumed through scribing.

**D -** Peacetime consumable items. Includes all items anticipated to be consumed (i.e., AFI 36-2217 aircrew training munitions, EOD training, small arms training, and other training).

**E -** Munitions required for special projects. Required to support research and development.



## Sample AF Form 68

MUNITIONS AUTHORIZATION RECORD					DATE	CURRENT DATE
FROM: (Office of Organizational Commander)			TO: (Office Symbol or Address of the MASO)			
YOUR COMMANDERS ORGANIZATION AND ADDRESS			42 SUPS/LGSCK			
AUTHORITY: Executive Order 9397, November 1943. PRINCIPAL PURPOSE: To receipt for munitions items. ROUTINE USES: Provides for verification/identification of personnel to receipt or certify authorizations for munitions. DISCLOSURE IS VOLUNTARY: The disclosure of the SSN is voluntary, but it is required before individuals can receipt or certify authorizations for munitions.						
I. ORGANIZATIONAL AND SUPPLY INFORMATION						
PURPOSE FOR WHICH REQUESTED MUNITIONS WILL BE USED (i.e., type mission/activity supported)						
ENTER COMPLETE JUSTIFICATION ON WHY MUNITIONS ARE REQUIRED. ENTER INSTRUCTION AND MISSIONS SUPPORTING THIS REQUIREMENT.						
DELIVERY LOCATION <u>LOCATION MUNITIONS WILL BE DELIVERED TO</u> RECEIVING ACTIVITY OFFICE SYMBOL <u>YOUR OFFICE SYMBOL</u>						
U1050 II ORGANIZATION AND SHOP CODE (If applicable) <u>ENTER ORG/SHOP CODE ASSIGNED BY MUNITIONS OPERATIONS</u>						
SUPPLY POINT (CUSTODY ACCOUNT) (If applicable) <u>ENTER ORG/SHOP CODE ASSIGNED BY MUNITIONS OPERATIONS</u>						
II. PERSONNEL AUTHORIZED TO SIGN CERTIFICATES OF AUTHORIZATION/EXPENDITURE (AF FORM 2005/DD FORM 1150)						
COMMANDERS STATEMENT: In accordance with AFM 67-1, Vol 1, Part one, Chap 20, I hereby authorize the below listed personnel to sign/certify authorization documents and to sign/certify expenditure documents for activity/account listed in Part I above. All personnel are in the position of Section Chief or higher, and have been briefed by me as to their responsibilities for proper control and accountability of munitions. These individuals are charged with personal verification, including the Urgency of Need (UND), of any documents/transactions which they, as my representative, approve.						
NAME	RANK	SSN	PHONE	DEROS	SIGNATURE	
Doe, John E.	Capt	123-45-6789	3-3456	Aug2059		
III. PERSONNEL AUTHORIZED TO RECEIPT FOR MUNITIONS (DD FORM 1348-1/DD FORM 1150)						
COMMANDERS STATEMENT: In accordance with AFM 67-1, Vol 1, Part One, Chap 20, I hereby authorize the below listed personnel to sign/receipt for munitions items for my organization/activity as identified in Part I above.						
BRIEFING STATEMENT: We, the undersigned, fully understand our responsibilities to properly control, safely and securely store, and prevent the unauthorized use of munitions we receive. We will insure that these munitions are not released to agencies or individuals outside the United States Air Force, without prior approval and authority or higher headquarters.						
SEE REVERSE FOR LISTING OF PERSONNEL						

[illegible]

## Sample AF Form 2005, Custody Issue Request (ISU)

TRIC			DEL DIST			EX			A. INCHECKER, NAME, DATE (TIN)															B. INSPECTOR, NAME-STAMP, DATE (TIN)																																								
1 2 3			4 5 6			7			Commander or Certifier in part II of AF Form 68																																																							
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D. PART NUMBER/MGR CODE OR NAME/REMARKS																																																																
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28 Jun 97			0830																		A363 9MM BALL																																											

AF FORM 2005, JUN 86 (EF-V1) (PerFORM PRO)

PREVIOUS EDITION WILL BE USED.

Certified Custody Issue Request is prepared in three (3) copies and contain the following:

**BLOCK**

- A - Print name and signature of organizational commander or designated Representative, (Part II, of AF Form 68), date, phone number and rank.
- E - Statement 'Certified Custody Request', Reason, (Training, Operations, Base Defense, etc), authorizing directive and custodial signature.
- G - Date item is required
- H - Time item is required
- J - DODIC and item nomenclature

## CARD COLUMNS

1-3 - ISU	25-29 - Quantity Requested
4-7 - Blank	30 - S
8-22 - National Stock Number	31-35 - Organization Shop Code
23-24 - Unit of Issue	36-80 - Blank

## AF Form 2005, Expenditure Request (MSI)

TRIC			DEL DIST			EX			A. INCHECKER, NAME, DATE (TIN)														B. INSPECTOR, NAME-STAMP, DATE (TIN)																		
1	2	3	4	5	6	7	Commander or Certifier listed in Part II of AF Form 68																																		
M S I									REQUEST, TIME & DATE (ISU) Rank/Date/Phone#																																
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D. PART NUMBER/MGFR CODE OR NAME/REMARKS														Certified Custody Expenditure for Training IAW AFR 50-41																											
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WORK ORDER			SHIP TO			TEXCONF			SD			PROJECT			PRI			REQ DEL DT			UIC			MARK FOR														F. T.O. PSC AND/OR ERRC			
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G. TIME & DATE OF DELIVERY						H. DELIVERY TIME						I.						J. NOMENCLATURE																							
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AF FORM 2005, JUN 86 (EF-V1) (PerFORM PRO)

PREVIOUS EDITION WILL BE USED.

Expenditure request are prepared in three (3) copies and contain the following:

- BLOCK**
- A - Print name and signature of organizational commander or designated representative, (Part II, of AF Form 68), date, phone number and rank.
  - C - Bldg # and storage location from 507 Account listing
  - D - Lot/Serial number of items expended
  - E - Statement 'Certified Custody Expenditure', reason for expenditure (i.e. training, installation), authorizing directive, and custodian's signature.
  - J - DODIC and item nomenclature

## CARD COLUMNS

- |                                    |                           |
|------------------------------------|---------------------------|
| 1-3 - MSI                          | 25-29 - Quantity Expended |
| 4-7 - Blank                        | 30 - S                    |
| 8-22 - National Stock Number (NSN) | 31-43 - Document number   |
| 23-24 - Unit of Issue              | 44-80 - Blank             |

## AF Form 2005, Turn-in Request (TIN)

TRIC			DEL DIST		EX		A. INCHECKER, NAME, DATE (TIN)															B. INSPECTOR, NAME-STAMP, DATE (TIN)																																																									
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G. TIME & DATE OF DELIVERY																						H. DELIVERY TIME		I.		J. NOMENCLATURE																																																					
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AF FORM 2005, JUN 86 (EF-V1) (PerFORM PRO)

PREVIOUS EDITION WILL BE USED.

Turn-In Request is prepared in three (3) copies and contains the following:

BLOCK      A - Blank (Contains the signature of the person who receives the item)  
               B - Blank (Contains the signature of the Munitions Inspector)  
               D - Lot/Serial number of items by quantity  
               E - Custody Turn-In  
               J - DODIC and item nomenclature

## CARD COLUMNS

1-3 - TIN	25-29 - Quantity Turn-in
4-7 - Blank	30 - S
8-22 - National Stock Number	31-43 - Document number
23-24 - Unit of Issue	44-80 - Blank

## CUSTODY JACKET FILE

A6.1. The following items must be placed in your munitions account custody jacket file:

A6.1.1. **Validated AF Form 68 and Semi-Annual Validation Letters.**

A6.1.2. **Commander's And Custodial Briefing Letter.**

A6.1.3. **Munitions Custody Transfer Letter.** This is accomplished when the primary custodian transfers accountability to a new primary custodian.

A6.1.4. **Allocation Document.** The fiscal year allocation document for your munitions.

A6.1.5. **MSI Expenditure Log.** This log lists all assets that have been expended throughout the fiscal year. As a minimum it must include date of expenditure, document number, stock number, lot number and quantity of item being expended. Log numbers must be assigned in sequence; start with number 001 at the beginning of each fiscal year.

A6.1.6. **Validated IS507A/Count Sheets, Quarterly Custody Account Inventory.** The quarterly inventory conducted by the munitions custodian.

A6.1.7. **Auditable Documentation Affecting Your Account.** AF Form 2005 and CAS-B generated documents affecting your account between quarterly inventories.

A6.1.8. **Semi-Annual MASO Visit Letter.** The letter sent to you and your commander by MO upon completion of the semi-annual MASO visit held in August and February.

A6.2. The Munitions Operation Customer Guide (MAFBI 21-201), explosive safety license, courtesy storage agreement or other documentation pertaining to your custody account do not need to be maintained in the custody account jacket file but must be readily available for review by the MASO or designated representative.